

TERMS OF REFERENCE

(Supply and Delivery of Catering Services for the AFP Forum - NOLCOM)

1. The Bases Conversion and Development Authority (BCDA) intends to engage Caterers for the **supply and delivery of catering services** for the Forum on the Role of BCDA in AFP Modernization for the Armed Forces of the Philippines-Northern Luzon Command (AFP-NOLCOM).
2. The Caterer should have the following minimum qualifications:
 - a. Must have at least two (2) years continuous business operation with experience in catering services for corporate events in private and/or government corporations
 - b. Must possess a valid business permit necessary for the operation of a business providing catering services
 - c. Must be registered in the Philippine Government Electronic Procurement System (PhilGEPS)
 - d. Must be able to provide food with superior taste and attractive buffet presentation
3. The Approved Budget for the Contract (ABC) is **NINETY THOUSAND PESOS (Php90,000.00)** inclusive of all applicable taxes, charges, duties and fees.
4. The Scope of the Catering Services include the following:
 - a. The Catering Services cover the provision of food, complete set of dinnerware, buffet table and buffet attendant; and,

Event	Type of Catering Services	No. of Participants
Corporate (AFP Forum)	Lunch P.M. Snacks (P500/pax)	150 for Lunch 180 for Snacks
TOTAL COST		Php90,000.00

- b. The Menu shall consist of the following:

Lunch	P.M. Snacks	No. of Participants
Buffet Lunch (Any appropriate Menu) Assorted Drink (Soda or Juice) Water Flowing Coffee	Any appropriate Menu Assorted Drink Assorted Drink (Soda or Juice) Water Flowing Coffee	150 for Lunch 180 for Snacks
TOTAL COST		Php90,000.00

- c. The caterer shall provide at least three (3) waiters in appropriate attire and skillful in food preparation, table arrangement and serving.
- d. The Caterer shall ensure the following:
- Complete preparation and set-up of buffet tables.
 - The quality of the food to be served.
 - Food shall be ready for serving at least one (1) hour before the appointed time.
 - The collection and clean-up of goods and left-over after the event.
- e. The MOA Signing will be held on May 31, 2018, 11am-3pm at the Cordillera Hall, AFP Northern Luzon Command, Camp Servillano A Aquino, San Miguel, Tarlac City.

Recommended by:

Approved by:


MAREYNEL B. TOQUERO
ADMIN/PAD


**LEILANI BARLONGAY-
MACASAET**
Head, CCO/PAD